DOCUMENT RESUME

ED 269 099 JC 860 248

TITLE Feasibility Study for Establishing Three Medical Record Related Programs. Research Report Series Volume XIV, No. 12.

INSTITUTION William Rainey Harper Coll., Palatine, Ill. Office of Planning and Research.

PUB DATE 23 May 86

NOTE 33p.

PUB TYPE Reports - Evaluative/Feasibility (142) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01/PC02 Plus Postage.

DESCRIPTORS *Allied Health Occupations; *Allied Health Occupations Education; Community Colleges; *Educational Demand; Employer Attitudes; *Employment Opportunities; Feasibility Studies; *Medical Record Technicians; Program Development; Two Year Colleges

ABSTRACT

In November 1985, a survey was conducted at William Rainey Harper College (WRHC), in Illinois, to test the feasibility of establishing programs for medical record technicians, medical coders, and utilization analysts. The survey instrument was mailed to 1,232 hospitals, medical care facilities, nursing homes, physicians' and dentists' offices, and medical insurance offices in the greater Chicago area, requesting information on employment opportunities for program graduates, interest in training for existing employees, availability of clinical internships, and salary levels for the positions. Study findings, based on responses received from a total of 114 organizations, included the following: (1) job openings for medical record technicians could support an enrollment of 10.3 full-time equivalent (FTE) students per semester in the independent study program; (2) the medical coder program could support an average semester enrollment of 6.2 FTE, and the utilization analyst program could support 2.3 FTE; (3) employers would provide at least 34 internships for medical record technicians, 33 internships for coders, and 14 internships for utilization analysts per semester; (4) the organizations employed a total of 171 medical record techicians, 167 medical record coders, and 87 utilization analysts, with hiring records indicating that 20% to 30% of these employees are replaced each year; and (5) starting salary ranges for the three positions were $15,172 to $17,523 for medical record technicians; $15,345 to $16,803 for medical record coders; and $17,617 to $20,307 for utilization analysts. The survey instruments and detailed findings are provided. (Author/EJV)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

Volume XIV, no. 12
May 23, 1986

ED269099

William Rainey Harper College

Feasibility Study For Establishing Three Medical Record Related Programs

Vera Davis, Coordinator
Medical Office Assistant Program

Patricia G. Bourke, Dean
Life Science and
Human Services Division

John A. Lucas, Director

Office of Planning and Research

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

J. Lucas

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☒ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

JC 860 248

A B S T R A C T

A SURVEY WAS CONDUCTED TO TEST THE FEASIBILITY OF ESTABLISHING THREE MEDICAL RECORD RELATED PROGRAMS AT HARPER COLLEGE. ONE PROGRAM WAS INDEPENDENT STUDY PREPARING FOR MEDICAL RECORD TECHNICIAN, WHILE THE OTHER TWO REQUIRED HEALTH CARE BACKGROUND AND WOULD PREPARE THE STUDENT FOR BECOMING A CODER OR A UTILIZATION ANALYST. THE SURVEY WAS DISTRIBUTED IN A MAILING OF 1,232 -- HOSPITALS, MEDICAL CARE FACILITIES, NURSING HOMES, PHYSICIANS' AND DENTISTS' OFFICES AND MEDICAL INSURANCE OFFICES IN THE GREATER CHICAGO AREA. RESPONSES WERE RECEIVED FROM 89 ORGANIZATIONS. AFTER CULLING THE NON-RESPONSE LIST DOWN TO 310, A SECOND MAILING WAS SENT OUT AND 25 MORE ORGANIZATIONS RESPONDED.

RESULTS OF THE SURVEY SHOWED THAT THE INDEPENDENT STUDY/MEDICAL RECORD TECH PROGRAM COULD SUPPORT AN ENROLLMENT OF 10.3 FTE PER SEMESTER. THE MEDICAL CODER PROGRAM COULD SUPPORT AN AVERAGE SEMESTER ENROLLMENT OF 6.2 FTE WHILE THE UTILIZATION ANALYST PROGRAM COULD SUPPORT AN AVERAGE SEMESTER ENROLLMENT OF 2.4. SINCE SOME OF THE COURSES CAN BE COMBINED AND MANY EXISTING COURSES ARE USED IN THE PROGRAM, THE ENROLLMENT LEVELS WOULD BE FEASIBLE. IN ADDITION, THERE ARE MORE CLINICAL INTERNSHIPS AVAILABLE PER SEMESTER THAN THERE WOULD BE STUDENTS IN THE PROGRAM SO THIS ADDS TO THE FEASIBILITY OF THE PROGRAM. FINALLY, THE AVERAGE STARTING ANNUAL SALARY RANGES FOR THE THREE PROGRAMS ARE AS FOLLOWS:

MEDICAL RECORD TECH - $15,172 to $17,523
MEDICAL CODER - $15,345 to $16,803
UTILIZATION ANALYST - $17,617 to $20,307

THESE FIGURES APPEAR HIGH ENOUGH TO ATTRACT STUDENTS TO THE PROGRAM.

Operational Staff:

Janice Cook, Secretary
Linda Ponce, Tabulation
Jean Schneider, Mailing
Barbara Connolly, Mailing

TABLE OF CONTENTS

		Page
I.	Purpose.	1
II.	Description of Proposed Programs	1
III.	Population Surveyed and Methodology.	1
IV.	Discussion of Results.	2-3
V.	Detailed Results	
	A. Table 1	
	Calculation of Demand for Medical Record Programs.	4
	B. Table 2	
	Starting Salaries for Medical Record Technicians .	5
	Starting Salaries for Medical Record Coders. . . .	6
	Starting Salaries for Medical Record Utilization Analysts	7
	C. Table 3	
	Medical Records Employment Among Responding Organizations.	8
VI.	Appendix	
	Cover Letter and Surveys	

PURPOSE

As the medical records field becomes more complex due to a number of external demands, the idea arose that three different career preparations would provide a viable alternative to the traditional Medical Record Technician program. In order to test this idea a large number of potential employers were surveyed to determine whether there were sufficient employment opportunities and clinical internships to justify establishing these proposed programs. The Coordinator of the Medical Office Assistant Program and the Dean of the Life Science and Human Services Division have been doing the early development work on these proposed programs and they, in turn, requested this survey.

DESCRIPTION OF PROPOSED PROGRAMS

The first program would be an independent study program for Medical Record Technicians offered by the American Medical Records Association (AMRA) and accredited by the National Home Study Council. In addition to the independent study, students would take 30-33 semester hours of academic credit in AMRA prescribed areas at Harper College and upon completion of the requirements would receive an associate degree and be qualified to take the national qualifying examination for medical record technicians. Harper would provide the students with advising, monitoring and articulating services plus special seminars.

The other two programs require the entering students to possess certain health-care worker backgrounds in addition to specific academic backgrounds and other specific skills. The first program is a one-semester program for medical coders while the other is a one-semester program for utilization analysts. Details of the program prerequisites, requirements and expected outcomes are shown in the appendix.

POPULATION SURVEYED AND METHODOLOGY

The survey instrument was designed by the Coordinator of the Medical Office Assistant Program and the Dean of the Life Science and Human Services Division after consultation with the Director of the Office of Planning and Research. The instrument, along with the other material mailed out with the survey, is shown in the appendix. The original bulk mailing was sent to 1,232 hospitals, medical care facilities, nursing homes, physicians' offices, dental offices and medical insurance offices in the greater Chicago area during November, 1985. Responses were received from 89 organizations. In examining the responses, it was discovered that none of them came from within the College district. After checking with some of those on the mailing list it was found that many never received the first mailing. Therefore, a second list of non-respondents was prepared concentrating on those most likely to reply. This list was pared down to 310 organizations and a first class mailing was conducted during January, 1986. Responses from the second mailing numbered 25 bringing the total number of responses to the two surveys to 114.

Although the response rate appears low, this is not important. It is assumed that those not responding are not interested. The principal interest is whether or not there is enough demand by the respondents, spread out over a five-year period, to justify the three proposed programs.

DISCUSSION OF RESULTS

Generation of demand is determined from two questions asked of prospective employers of students in the proposed programs. The first question has to do with how many graduates of the proposed programs these organizations would hire as new employees. The other question is whether these employers would strongly recommend that existing employees enroll in the programs either for a few courses or to complete the full degree or certificate requirements. The demand is then spread out over five years or ten semesters assuming that at the end of five years that a whole new set of demands would emerge. Details of these calculations are shown in Table 1 of the detailed results.

When this was done it was estimated that the Independent Study/Medical Record tech option could support 8.6 FTE per semester or a headcount of 8 (if all full-time students) to 22 (if all part-time students). Since all the students in this program will either be engaged in independent study or enrolled in existing courses, any size would be feasible as far as enrollments are concerned.

The Medical Records Coder program could support 4.8 FTE per semester or a headcount of 5 to 12. The Utilization Analyst program could support 2.3 FTE per semester or a headcount of 2 to 6 students. While these enrollments seem small, these classes could be combined so that one faculty member could work with both the coders and the utilization analysts in the same classroom having them work at two different levels. If the courses for these two latter programs were offered every other semester rather than every semester, then the class enrollments would double from 7 to 14. If some of the course work were internships, then the small class sizes would matter even less.

Advising, monitoring, and articulating services along with seminars would have to be offered to these students. The total number attending all three programs each semester would amount to between 15 and 40 students and this seems to be a feasible number.

Employers were also asked if they could supply clinical internships each semester. For the Independent Study/Medical Record Technician program, there would be at least 34 internships available each semester. There would be at least 33 internships for the Coder program and at least 14 internships available for the Utilization Analysts. In each case the available internships would exceed the number of students enrolled so this seems feasible.

Salaries for all three programs seem good. The average annual salary ranges for the three programs are as follows:

Medical Record Technicians	- $15,172 to $17,523
Medical Record Coders	- $15,345 to $16,803
Utilization Analysts	- $17,617 to $20,307

This appears adequate to attract students to the program.

In examining the respondents to the surveys, over one-third of the organizations hired medical record technicians and medical record coders while close to 30 percent hired the utilization analysts. These organizations employed 171 medical record technicians, 167 medical record coders and 87 utilization analysts. It appears from their hiring records that 20-30 percent of these employees need to be replaced each year.

DISCUSSION OF RESULTS (continued)

There does seem to be good support for the proposed programs in terms of advisory committee support. Twenty-three persons volunteered to serve on an advisory committee for the Independent Study/Medical Record Technician program, 20 persons gave their names for the Medical Record Coders Advisory Committee and 12 people said they would be willing to serve on an advisory committee for Utilization Analysts.

Finally, it should be noted that there were a number of comments submitted which were critical of the proposed program and expressed great concern for such short one-semester programs. It was obvious they had not examined the prerequisite professional requirements. However, it does show it will take some time and effort to communicate to the many organizations that hire medical records personnel the true nature and intent of Harper's proposed programs.

DETAILED RESULTS

TABLE 1

Calculation of Demand for Medical Record Programs

Present Employees Urged to Enroll for:	Independent Medical Record Tech (Degree 33 Hours)			Medical Record Coder (Certificate - 15 hours)			Medical Record Utilization (Certificate - 15 hours)		
	Original Survey	Later Survey	Total	Original Survey	Later Survey	Total	Original Survey	Later Survey	Total
Several Courses (6 hours)	9	6	15	13	7	20	6	7	13
Degree/Certificate (33 hours or 15 hours)	14	11	25	14	8	22	4	5	9
Number of graduates of proposed Program they would Hire (33 hours or 15 hours)	6½	5	11½	11	7	18	5	4	9
Total Student Credit Hours of Demand			1294.5			720			348
If Demand is Spread out Over Five Years (10 Semesters) Student Credit Hours per Semester			129.45			72.0			34.8
FTE Enrollment per Semester			8.6			4.8			2.3
Headcount per Semester			8-22			5-12			2-6
Internships Available:									
Per Semester	25.5	9	34.5	17	16	33	10.5	3.5	14

TABLE 2

Starting Salaries for Medical Record Technicians - Both Surveys

Full Time Annual Salary		Part Time Wage Per Hour	
Top Limit	Bottom Limit	Top Limit	Bottom Limit
$22,416	$18,700	$10.53	$8.65
21,900	18,000	9.62	8.50
20,007	18,000	9.56	7.47
20,000	18,000	9.48	7.21
20,000	17,680	9.30	7.19
20,000	17,664	9.08	7.00
19,885	17,664	8.50	6.98
19,718	16,000	8.04	6.75
19,386	16,000	7.50	6.63
19,344	15,600	7.50	6.60
19,344	15,538	6.98	6.60
19,115	15,475		
19,074	15,184		
18,886	15,000		
18,700	15,000		
18,000	15,000		
18,000	15,000		
17,680	14,976		
17,680	14,955		
17,664	14,862		
17,000	14,703		
16,723	14,560		
16,702	14,539		
16,307	14,518		
16,209	14,390		
16,000	14,186		
15,600	14,165		
15,600	14,040		
15,000	14,000		
15,000	14,000		
14,976	13,800		
14,518	13,728		
14,390	13,728		
14,000	13,520		
14,000	12,000		
12,000	12,000		
Number 36	36	Number 11	11
Median $17,680	$14,966	Median $ 9.08	$7.00
Mean $17,523	$15,172	Mean $ 8.74	$7.23

TABLE 2 (continued)

Starting Salaries for Medical Record Coders - Both Surveys

Full Time Annual Salary		Part Time Wage Rate Per Hour	
Top Limit	Bottom Limit	Top Limit	Bottom Limit
$20,800	$18,000	$9.56	$8.50
19,885	17,680	9.30	8.50
19,344	17,680	9.08	7.19
19,115	17,680	8.50	6.98
19,115	17,664	8.50	6.95
18,886	17,500	8.00	6.75
18,179	17,160	6.98	6.60
18,000	17,000	6.60	6.60
18,000	17,000	5.50	5.50
18,000	16,640		
17,680	15,600	Number 9	9
17,680	15,600	Median $8.50	$6.95
17,680	15,600	Mean $8.00	$7.06
17,664	15,538		
17,500	15,475		
17,160	15,080		
17,000	15,000		
16,723	14,955		
16,702	14,703		
16,640	14,700		
16,640	14,560		
16,640	14,456		
16,307	14,539		
16,209	14,518		
15,600	14,390		
15,000	14,165		
15,000	14,040		
14,700	14,000		
14,518	14,000		
14,390	14,000		
14,000	13,728		
13,728	13,728		
10,000	10,000		
Number 33	33		
Median $17,000	$15,000		
Mean $16,803	$15,345		

TABLE 2 (continued)

Starting Salaries for Medical Record Utilization Analysts

Full Time Annual Salary		Part Time Wage Rate Per Hour		
Top Limit	Bottom Limit		Top Limit	Bottom Limit
$29,640	$21,840		$11.95	$9.00
25,646	21,000		10.53	8.69
24,960	21,000		9.62	8.68
24,856	20,426		9.00	8.65
23,130	18,720		8.69	8.00
21,900	18,075		8.00	8.00
21,000	18,075		8.00	6.63
21,000	18,000	Number	7	7
20,000	17,664	Median	$ 9.00	$8.65
20,000	16,640	Mean	$ 9.40	$8.24
18,720	16,640			
18,075	16,640			
17,680	16,640			
17,664	16,640			
16,640	16,307			
16,640	16,619			
16,640	15,000			
16,640	15,000			
15,000	13,800			
Number 19	19			
Median $20,000	$16,640			
Mean $20,307	$17,617			

TABLE 3

Medical Records Employment Among Responding Organizations

	Independent Study Medical Record Tech			Medical Records Coder			Medical Records Utilization Analyst		
	Original Survey	Later Survey	Total	Original Survey	Later Survey	Total	Original Survey	Later Survey	Total
Percent Hiring This Type of Employee	30.3	58.4	36.3	31.1	62.5	37.7	25.3	45.8	29.6
Percent using Outside Consultants Instead	12.4	8.3	11.5	4.4	0	3.5	3.3	4.2	3.5
Percent Having no Use for such Employees	57.3	33.3	52.2	64.5	37.5	58.8	71.4	50.0	66.9
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Number of Respondents	89	24	113	90	24	114	91	24	115
Number Employed Full Time	91	56	147	82	45	127	55	20	75
Number Employed Part Time	21	5	26	32	8	40	6	6	12
Number Full Timers Hired Per Year	26.5	11	37.5	19.5	7	26.5	16	8	24
Number Part Timers Hired Per Year	6	2	8	3	2	5	2	1	3
Number of Persons Willing to Serve on Program Advisory Committee	16	7	23	13	7	20	9	3	12

APPENDIX

William Rainey Harper College
Algonquin and Roselle Roads
Palatine, Illinois 60067
312-397-3000

November, 1985

It has come to our attention that the Medical Records job market is expanding dramatically as a result of the prospective payment system, as well as the many other changes rapidly occurring in the health care delivery system which require the skills of well-trained medical records practitioners.

Harper College is interested in responding to the needs of the community by assisting in the preparation of personnel who possess the skills necessary to meet this apparently burgeoning employment market.

Based on our preliminary investigation of the need for educational programming in this career area, we have developed a brief description of three (3) proposed certificate programs, namely:

1. Independent Study: Medical Records Technician
2. Medical Records Coder
3. Utilization Analyst

We would like to ask you to complete the surveys which are appropriate to your agency and include any suggestions or comments you may have regarding how these proposed programs may or may not meet your employment needs in the medical records area.

The completed surveys will be reviewed by the college staff in conjunction with the Advisory Committee members to determine the most appropriate programming for Harper College in the area of Medical Records education.

Please return the completed surveys in the enclosed stamped self-addressed envelope.

Thank you for your assistance in our search for an accurate assessment of the employment needs in this field.

Sincerely,

Patricia Bourke

Patricia G. Bourke, Dean
Life Science and Human Services

PGB:LB

Enclosures

SURVEYS

Need for New Programs at Harper College

This survey has been funded by the Allstate Foundation.

Name of Organization _____

Address _____

_____ Zip _____

Telephone Number (___) _____

Person Completing Survey _____

Title _____

Please examine the enclosed curricula and survey instruments for the following three proposed programs at Harper College:

A- Independent Study Program: Medical Records Technician

B- Medical Records Coder Program

C- Utilization Analyst Program

Do you have appropriate medical records personnel whom you would recommend to serve as a part-time faculty member at Harper in these proposed programs? If so, please list their name(s), title(s), and address(es) below:

_____

_____

_____

_____

Do you have any comments or suggestions about the proposed programs at Harper College?

_____

_____

_____

_____

Please return the surveys in the enclosed envelop and THANK YOU for your cooperation.

SURVEY - A

Medical Records Technician

1. Do you employ certified medical records technicians? Please check ( ) one.

____ Yes. How many? Full time ____ Part time ____
____ No, but we hire outside consultants.
Name of consulting firm: _____
____ No - we have no need for this type of employee.
Remarks: _____

If you answered NO to any of the above, you are finished with this survey.
If you answered YES, please continue with the survey.

* * * * * * * *

2. On the average, how many certified medical records technicians do you hire per year?

____ Full time ____ Part time

Remarks: _____

3. If Harper College were to adopt an ISP/Medical Records Technician Program as described in the attached curriculum, how many of these yearly hires would likely be Harper graduates?

____ Full time ____ Part time

Remarks: _____

4. What would be the range of starting salaries or wage rates for the certified medical record technician (ART)?

Full-time annual salary range or wage rate _____
Part-time annual salary range or wage rate _____
Remarks: _____

5. Would you recommend that your existing employees enroll in the ISP/ Medical Records Technician Program to:

____ a. Take several courses in the program.
____ b. Achieve a certificate or degree in the program.
Remarks: _____

6. Would you be able to use student interns in the ISP/Medical Records Technician Program at your facility -- 2 semesters/student?

____ Yes ____ No ____ If so, how many interns would you be willing to have each year?

Remarks: _____

7. Do you have any person at your facility who would be willing to serve on an ISP/Medical Records Technician Program advisory committee for Harper College? If so, please list their name and title at your facility/

Name _____ Title _____

P R O P O S E D
CURRICULUM REQUIREMENTS FOR
ARTICULATED AMRA/HARPER INDEPENDENT STUDY PROGRAM
MEDICAL RECORDS TECHNICIAN

Articulated ISP/MRT Program:

The enrolled student may complete the ISP/MRT Program offered by the American Medical Records Association, which is accredited by the National Home Study Council (NHSC), while concurrently enrolled at Harper College pursuing completion of 30-33 semester hours of academic credit in AMRA-prescribed areas of study. Completion of the ISP/MRT and 30-33 semester hours of academic study enables the student to take the national qualifying examination for medical records technicians (ART exam). An associate degree in general studies (AAS, AS, or AA) is available at Harper College which meets the requirements for ISP/MRT.

Harper College would offer the following services to students completing the ISP/MRT course and Harper's academic credit:

a- Advising students into appropriate coursework and the ISP/MRT program.

b- Monitoring and motivating student progress in the ISP/MRT.

c- Articulating a co-op work-study program with potential local employers for a directed clinical practice site for each student.

d- Articulating with an RRA or ART who may be available to ISP/MRT enrolled students for tutoring.

e- Articulating special seminars for ISP/MRT enrolled students.

f- Monitoring the administration of the ISP/MRT exams for enrolled students.

SURVEY - B

Medical Records Coder

1. Do you employ medical records coders? Please check ( ) one.

____ Yes. How many? Full time ____ Part time ____
____ No, but we hire outside consultants.
Name of consulting firm:_____
____ No - we have no need for this type of employee.
Remarks:_____

If you answered NO to any of the above, you are finished with this survey.
If you answered YES, please continue with the survey.

* * * * * * * *

2. On the average, how many medical records coders do you hire per year?
____ Full time ____ Part time
Remarks:_____

3. If Harper College were to adopt a Medical Records Coder Program as described in the attached curriculum, how many of these yearly hires would likely be Harper graduates?
____ Full time ____ Part time
Remarks:_____

4. What would be the range of starting salaries or wage rates for the medical records coder?

Full-time annual salary range or wage rate_____
Part-time annual salary range or wage rate_____
Remarks:_____

5. Would you recommend that your existing employees enroll in the Medical Records Coder Program to:

____ a. Take several courses in the program.
____ b. Achieve a certificate or degree in the program.
Remarks:_____

6. Would you be able to use student interns in the Medical Records Coder Program at your facility (one semester or less per student)?

____ Yes ____ No ____ If so, how many interns would you be willing to have each year?
Remarks:_____

7. Do you have any person at your facility who would be willing to serve on an Medical Records Coder Program advisory committee for Harper College? If so, please list their name and title at your facility/

Name _____ Title _____

P R O P O S E D

CURRICULUM REQUIREMENTS for

MEDICAL RECORDS CODER PROGRAM

Prerequisites for Medical Records Coder Program:

Registered Nurse
Medical Office Assistant
Medical Secretary
Physical Therapist
Occupational Therapist
Medical Transcriptionist

-- or other health care worker with academic background in the following coursework:

Anatomy and Physiology
Medical Terminology
Orientation to the Health Care Field
Human Diseases or Disease Processes
Medical/Surgical Procedures and Protocols

-- and Keyboarding/Typing minimum skill of 30 wpm

Curriculum Outline for One-Semester Medical Records Coder Program:

Student should review/learn the following general information:

Health Care Delivery Systems, including HMO and PPS
Insurance Plans and Coverage
Medical Communications
Hospital Admitting Procedures
Release of Information
Medical Law and Ethics
Information Retention and Retrieval
Health Records Analysis and Monitoring
Discharge and Records Completion
Classification Systems (Coding, Indexing)
Health Statistics and Reports
Microcomputers and Computer Software
(PAS, CODEfinder, DRGfinder, Grouper)
Introduction to Utilization Review and
Quality Assurance Audit

Student should accomplish the following skills:

Operate 10-key Electronic Calculator
Perform Basic Functions on Computer Terminal
Complete Health Database and Filing Systems
Transcribe Medical Dictation
Code ICD-9-CM and CPT-4, plus UB'82
Code DRG's and Comorbidity
Abstract Records

Student should gain practical experience in:

Internship(s) or Clinical Practices(s)

SURVEY - C

Utilization Analyst

1. Do you employ PRO or DRG screeners, or Utilization Analysts? Please check ( ) one.

____ Yes. How many? Full time ____ Part time ____
____ No, but we hire outside consultants.
Name of consulting firm: _____
____ No - we have no need for this type of employee.
Remarks: _____

If you answered NO to any of the above, you are finished with this survey. If you answered YES, please continue with the survey.

* * * * * * * *

2. On the average, how many utilization analysts do you hire per year?
____ Full time ____ Part time
Remarks: _____

3. If Harper College were to adopt a Utilization Analyst Program as described in the attached curriculum, how many of these yearly hires would likely be Harper graduates?
____ Full time ____ Part time
Remarks: _____

4. What would be the range of starting salaries or wage rates for the Utilization Analyst?

Full-time annual salary range or wage rate _____
Part-time annual salary range or wage rate _____
Remarks: _____

5. Would you recommend that your existing employees enroll in the Utilization Analyst Program to:

____ a. Take several courses in the program.
____ b. Achieve a certificate or degree in the program.
Remarks: _____

6. Would you be able to use student interns in the Utilization Analyst Program at your facility (one semester or less per student)?

____ Yes ____ No ____ If so, how many interns would you be willing to have each year?
Remarks: _____

7. Do you have any person at your facility who would be willing to serve on an Utilization Analyst Program advisory committee for Harper College? If so, please list their name and title at your facility/

Name _____ Title _____

P R O P O S E D

CURRICULUM REQUIREMENTS for

UTILIZATION ANALYST PROGRAM

Prerequisites for Utilization Analyst Program:

Registered Nurse
Physician's Assistant
Accredited Records Technician

-- or other health-care professional with clinical experience in a health care setting

-- and Medical Records Coder Certificate (or appropriate related experience*)

Curriculum Outline for One-Semester Utilization Analyst Program:

*Demonstration of competencies required in the Medical Records Coder Program, and

Classification Systems and Code Sequencing

Statistical Analyses

Impacts on Reimbursement

Personnel Administration

Management/Problem Solving Techniques

Budgetary Management

Quality Assurance Systems

Medical Records Research

Planning/Conducting Educational Seminars

Internship(s) or Clinical Practices(s)

William Rainey Harper College
Algonquin and Roselle Roads
Palatine, Illinois 60067
312-397-3000

It has come to our attention that the Medical Records job market is expanding dramatically as a result of the prospective payment system, as well as the many other changes rapidly occurring in the health care delivery system which require the skills of well-trained medical records practitioners.

Harper College is interested in responding to the needs of the community by assisting in the preparation of personnel who possess the skills necessary to meet this apparently burgeoning employment market.

Based on our preliminary investigation of the need for educational programming in this career area, we have developed a brief description of three (3) proposed certificate programs, namely:

BASIC PREPARATION WITHOUT PREVIOUS EDUCATION OR EXPERIENCE:

1. Independent Study: Medical Records Technician

ADVANCED SKILLS PROVIDED TO EXPERIENCED HEALTH CARE WORKERS:

2. Medical Records Coder
3. Utilization Analyst

We would like to ask you to complete the surveys which are appropriate to your agency and include any suggestions or comments you may have regarding how these proposed programs may or may not meet your employment needs in the medical records area.

The completed surveys will be reviewed by the college staff in conjunction with the Advisory Committee members to determine the most appropriate programming for Harper College in the area of medical records.

Please return the completed surveys in the enclosed stamped self-addressed envelope.

Thank you for your assistance in our search for an accurate assessment of the employment needs in this field.

Sincerely,

Patricia Bourke

Patricia G. Bourke, Dean
Life Science and Human Services

PGB:LB
Enclosures

If you have received a previous questionnaire, please disregard and complete the revised surveys attached.

S U P V E Y

Need for Three

New Medical Records-Related Programs

at Harper College

This survey has been funded by the Allstate Foundation.

Name of Organization _____

Address _____

_____ Zip _____

Telephone Number ( ) _____

Person Completing Survey _____

Title _____

Please examine the enclosed curricula and survey instruments for the following three proposed programs at Harper College:

Basic preparation without previous education or experience for:

A- Independent Study Program: Medical Records Technician (survey color-coded blue)

Advanced skills provided to experienced health care workers:

B- Medical Records Coder Program (survey color-coded yellow)

C- Utilization Analyst Program (survey color-coded green)

P R O P O S E D
CURRICULUM REQUIREMENTS FOR
ARTICULATED AMRA/HARPER INDEPENDENT STUDY PROGRAM
MEDICAL RECORDS TECHNICIAN

Articulated ISP/MRT Program:

The enrolled student may complete the ISP/MRT Program offered by the American Medical Records Association, which is accredited by the National Home Study Council (NHSC), while concurrently enrolled at Harper College pursuing completion of 30-33 semester hours of academic credit in AMRA-prescribed areas of study. Completion of the ISP/MRT and 30-33 semester hours of academic study enables the student to take the national qualifying examination for medical records technicians (ART exam). An associate degree in general studies (AAS, AS, or AA) is available at Harper College which meets the requirements for ISP/MRT.

Harper College would offer the following services to students completing the ISP/MRT course and Harper's academic credit:

a- Advising students into appropriate coursework and the ISP/MRT program.

b- Monitoring and motivating student progress in the ISP/MRT.

c- Articulating a co-op work-study program with potential local employers for a directed clinical practice site for each student.

d- Articulating with an RRA or ART who may be available to ISP/MRT enrolled students for tutoring.

e- Articulating special seminars for ISP/MRT enrolled students.

f- Monitoring the administration of the ISP/MRT exams for enrolled students.

SURVEY - A

Medical Records Technician

1. Do you employ certified medical records technicians? Please check ( ) one.

____ Yes. How many? Full time ____ Part time ____
____ No, but we hire outside consultants.
Name of consulting firm: _____
____ No - we have no need for this type of employee.
Remarks: _____

If you answered NO to any of the above, you are finished with this survey.
If you answered YES, please continue with the survey.

* * * * * * * *

2. On the average, how many certified medical records technicians do you hire per year?

____ Full time ____ Part time
Remarks: _____

3. If Harper College were to adopt an ISP/Medical Records Technician Program as described in the attached curriculum, how many of these yearly hires would likely be Harper graduates?

____ Full time ____ Part time
Remarks: _____

4. What would be the range of starting salaries or wage rates for the certified medical record technician (ART)?

Full-time annual salary range or wage rate _____
Part-time annual salary range or wage rate _____
Remarks: _____

5. Would you recommend that your existing employees enroll in the ISP/ Medical Records Technician Program to:

____ a. Take several courses in the program.
____ b. Achieve a certificate or degree in the program.
Remarks: _____

6. Would you be able to use student interns in the ISP/Medical Records Technician Program at your facility -- 2 semesters/student?

____ Yes ____ No ____ If so, how many interns would you be willing to have each year?
Remarks: _____

7. Do you have any person at your facility who would be willing to serve on an ISP/Medical Records Technician Program advisory committee for Harper College? If so, please list their name and title at your facility/

Name _____ Title _____

PROPOSED CURRICULUM REQUIREMENTS
for
MEDICAL RECORDS CODER PROGRAM

Prerequisites for Medical Records Coder Program:

Experienced Health Care Workers, such as

Registered Nurse
Medical Office Assistant
Licensed Practical Nurse
Medical Secretary
Physical Therapist
Occupational Therapist
Medical Transcriptionist
Electrocardiograph Technician

- with academic background in the following coursework:

Anatomy and Physiology
Medical Terminology
Orientation to the Health Care Field
Human Diseases or Disease Processes
Medical/Surgical Procedures and Protocols

-- and Keyboarding/Typing minimum skill of 30 wpm

Curriculum Outline for One-Semester Medical Records Coder Program:

Student should review/learn the following general information:

Health Care Delivery Systems, including HMO and PPO
Insurance Plans and Coverage, including PPS
Medical Communications
Hospital Admitting Procedures
Release of Information
Medical Law and Ethics
Information Retention and Retrieval
Health Records Analysis and Monitoring
Discharge and Records Completion
Classification Systems (Coding, Indexing)
Health Statistics and Reports
Microcomputers and Computer Software
(PAS, CODEfinder, DRGfinder, Grouper)
Introduction to Utilization Review and
Quality Assurance Audit

Student should accomplish the following skills:

Operate 10-key Electronic Calculator
Perform Basic Functions on Computer Terminal
Complete Health Database and Filing Systems
Transcribe Medical Dictation
Code ICD-9-CM and CPT-4, plus UB'82
Code DRG's and Comorbidity
Abstract Records

Student should gain practical experience in:

Internship(s) or Clinical Practices(s)

BEST COPY AVAILABLE

SURVEY - B

Medical Records Coder

1. Do you employ medical records coders? Please check ( ) one.

____ Yes. How many? Full time ____ Part time ____
____ No, but we hire outside consultants.
Name of consulting firm: _____
____ No - we have no need for this type of employee.
Remarks: _____

If you answered NO to any of the above, you are finished with this survey.
If you answered YES, please continue with the survey.

* * * * * * * * *

2. On the average, how many medical records coders do you hire per year?
____ Full time ____ Part time
Remarks: _____

3. If Harper College were to adopt a Medical Records Coder Program as described in the attached curriculum, how many of these yearly hires would likely be Harper graduates?
____ Full time ____ Part time
Remarks: _____

4. What would be the range of starting salaries or wage rates for the medical records coder?

Full-time annual salary range or wage rate _____
Part-time annual salary range or wage rate _____
Remarks: _____

5. Would you recommend that your existing employees enroll in the Medical Records Coder Program to:

____ a. Take several courses in the program.
____ b. Achieve a certificate or degree in the program.
Remarks: _____

6. Would you be able to use student interns in the Medical Records Coder Program at your facility (one semester or less per student)?

____ Yes ____ No ____ If so, how many interns would you be willing to have each year?
Remarks: _____

7. Do you have any person at your facility who would be willing to serve on an Medical Records Coder Program advisory committee for Harper College? If so, please list their name and title at your facility/

Name _____ Title _____

PROPOSED

CURRICULUM REQUIREMENTS for

UTILIZATION ANALYST PROGRAM

Prerequisities for Utilization Analyst Program:

Registered Nurse
Physician's Assistant
Accredited Records Technician

-- or other health-care professional with extensive clinical experience in a health care setting.

-- and Medical Records Coder Certificate (or appropriate related experience*)

Curriculum Outline for One-Semester Utilization Analyst Program:

*Demonstration of competencies required in the Medical Records Coder Program, and

Classification Systems and Code Sequencing
Statistical Analyses
Impacts on Reimbursement
Personnel Administration
Management/Problem Solving Techniques
Budgetary Management
Quality Assurance Systems
Medical Records Research
Planning/Conducting Educational Seminars
Internship(s) or Clinical Practices(s)

BEST COPY AVAILABLE

SURVEY - C

Utilization Analyst

1. Do you employ PRO or DRG screeners, or Utilization Analysts? Please check ( ) one.

____ Yes. How many? Full time ____ Part time ____
____ No, but we hire outside consultants.
Name of consulting firm:_____
____ No - we have no need for this type of employee.
Remarks:_____

If you answered NO to any of the above, you are finished with this survey. If you answered YES, please continue with the survey.

* * * * * * * *

2. On the average, how many utilization analysts do you hire per year?
____ Full time ____ Part time
Remarks:_____

3. If Harper College were to adopt a Utilization Analyst Program as described in the attached curriculum, how many of these yearly hires would likely be Harper graduates?
____ Full time ____ Part time
Remarks:_____

4. What would be the range of starting salaries or wage rates for the Utilization Analyst?

Full-time annual salary range or wage rate_____
Part-time annual salary range or wage rate_____
Remarks:_____

5. Would you recommend that your existing employees enroll in the Utilization Analyst Program to:

____ a. Take several courses in the program.
____ b. Achieve a certificate or degree in the program.
Remarks:_____

6. Would you be able to use student interns in the Utilization Analyst Program at your facility (one semester or less per student)?

____ Yes ____ No ____ If so, how many interns would you be willing to have each year?
Remarks:_____

7. Do you have any person at your facility who would be willing to serve on an Utilization Analyst Program advisory committee for Harper College? If so, please list their name and title at your facility/

Name _____ Title _____

ADDITIONAL INFORMATION WE WOULD APPRECIATE

Do you have appropriate medical records personnel whom you would recommend to serve as a part-time faculty member at Harper in these proposed programs? If so, please list their name(s), title(s), and address(es) below.

_____

_____

_____

_____

_____

_____

Do you have any comments or suggestions about the proposed programs at Harper College?

_____

_____

_____

_____

_____

_____

_____

_____

Please return the surveys in the enclosed envelope and THANK YOU for your cooperation.

ERIC Clearinghouse for
Junior Colleges

JUN 20 196.